



DISCLAIMER



This presentation material does not contain sufficient information to be used, in any way, in the context of the Invitation-to-Tender AO 1-7438.

Please ensure that your Outline Proposal is compliant with ITT AO 1-7438.

This presentation was produced just to help to understand the context of the AO and, in a simplified manner, some of the Rules and Procedures associated with ESA procurements especially of this AO.



Invitation to Tender (ITT) AO/1-7438/13/NL/SC

Announcement of Opportunity (AO)

First Call for Outline Proposals under the Polish Industry Incentive Scheme



WARNING!!!!



Without an EMITS (<http://emits.esa.int>) registration (ESA Bidder Code) there is **NO** access to:

- 1) Invitation-To-Tender (ITT) package
- 2) reference documentation linked to the ITT
- 3) access to any clarifications regarding the ITT

Without EMITS registration (ESA Bidder Code) there is **NO** contract.

Note: Number of currently registered Polish entities: 79 (before previous PECS call, 19 entities (October 2011))

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WARNING!!!!



EMITS - Electronic Mail Invitation to Tender System

1. Its primary objective is to guarantee the principle of fair competition and fair access to ESA's procurement at all levels.
2. Access to and use of EMITS database is protected by means of user ID and password.
3. The companies willing and qualified to become an ESA supplier must register to the list of potential suppliers. The registration is a simple procedure, applicants need only to fill in a questionnaire and return it to ESA, which shall subsequently provide them with a password to the EMITS system.

<http://emits.esa.int>



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WARNING!!!!



EMITS - Electronic Mail Invitation to Tender System

EMITS is ESA's web-based system for publishing (competitive) Invitation-to-Tenders (ITT). It includes:

- A list of intended ITTs: potential bidders may declare their interest and see which other companies have done the same
- Many technical, administrative and contractual standards and documents (General Tender Conditions, General Clauses and Conditions for ESA Contracts, PSS-A forms, engineering standards etc)
- Open Competitive ITTs
- Competitive ITTs published by ESA on behalf of other entities
- NEWS – Consultations to industry, Announcements, etc.



WARNING!!!!



To register in EMITS:

Go to <http://emits.esa.int>

- Register and get a PIN that is your password to edit and complete the questionnaires supplied
- When all the questionnaires are completed and the information accepted (all semaphores are green or orange, not red 🚫) you will get a ESA Bidder Code and full access to EMITS (with a username and password).
- Once the registration is completed the registered entity can create additional usernames (and passwords) for other sub-entities (e.g. University – entity, Faculty – sub-entities)

Detailed information in:

http://www.esa.int/SPECIALS/industry_how_to_do_business/SEMLLBC1S6F_0.html

Support information in:

http://www.esa.int/SPECIALS/industry_how_to_do_business/SEMGZPWIPIF_0.html



WARNING!!!!



EMITS Registration (<http://emits.esa.int>)

Click here to register or edit your registration

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WARNING!!!!



- Review EMITS ITTs regularly
- Communicate your interest, via EMITS, to participate in the corresponding ITTs
- Contact potential partners identified via EMITS
- Respond to Invitations to Tender announced via EMITS
- Acquire and maintain an up-to-date knowledge of ESA's programmes, activities, organisation and methods of operation

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1. The ITT Package
 - a) Content
 - b) Linked detailed Information
 - c) Reference documentation
2. The Tendering Period
3. The Tender Evaluation
4. The Negotiation Period
5. Basic Step-by-Step Recipe
6. What to submit?
7. When will I know?
8. Questions
9. Other Information



1. ITT Package a) Content

In EMITS:


- **Cover letter**
In EMITS is called: "Letter of Invitation", file: li00pe.pdf *
- **Appendix 1 – Draft Contract**
In EMITS is called: "Contract Conditions", file: cc00pe.pdf *
- **Appendix 2 – Special Conditions of Tender**
In EMITS is called: "Tender Conditions", file: tc00pe.pdf *
- **Clarifications (can be several)**
In EMITS: typically is called "Clarification....", file: typically clXXpe.pdf *
- **Unnecessary document**
In EMITS: is called "Statement of work", file: ws00pe.pdf *

* This is a typical file name. There may be slight deviations.



1. ITT Package, a) Content Cover Letter I



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estec

European Space Research
and Technology Centre
Keplerlaan 1
2201 AZ Noordwijk
The Netherlands
Tel: (31) 71 5656565
Fax: (31) 71 5656040
www.esa.int

Responsible Contracts Officer
Sandy Courtois (PFL-PTS)
Tel: (31) 71 565 8230
Fax: (31) 71 565 9773
E-mail: Sandy.Courtois@esa.int

Subject: Announcement of Opportunity No. AO/1-7438/13/NL/SC – Announcement of Opportunity – 1st Call for Outline Proposals under the Polish Industry Incentive Scheme

Reference: ESA/IPC(2012)11, Action Item Number: 12.ISC.04
Budget output: E/0907-06

Dear Sirs,

The European Space Agency (ESA) hereby invites you to submit an outline proposal in the frame of the Announcement of Opportunity for Outline Proposals under the Polish Industry Incentive Scheme.

The Announcement of Opportunity has been published on EMITS on 20th February 2013 (<http://emits.esa.int>).

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1. ITT Package, a) Content Cover Letter II



In ESA, the Cover Letter contains always a number of **essential features** characterising the specific activity covered by the ITT e.g.

- The name of the responsible Contracts Officer (S. Courtois)
- All programmatic and cost constraints (see following slides)
- How to obtain clarifications
- Description of the process of evaluation and selection
- The number of paper copies (12) and electronic copies (pdf) on 2 CDs or USB memory sticks.
Please assemble the proposal in PDF, so that it is a single electronic file. Submit also the electronic files (Word, Excel, etc.) that compose the single PDF file. The paper copies **MUST be signed. Each paper proposal **MUST** be individually bound (at least stapled together).**
- The formal conditions of submission, i.e. the exact duration of the tendering period and the exact date (**1st May 2013**) and time (**13:00 hours**) by which proposals must be physically in the hands of the ESTEC's Central Mail Registry.
Please use a courier service and send to the Contracts Officer (S. Courtois) the proof (tracking number).

**The ITT is expected to be published on the
20th of February 2013**

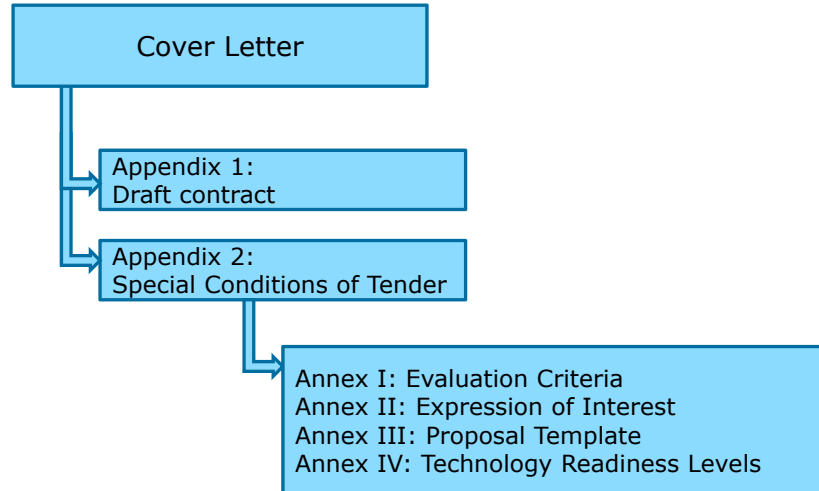
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1. ITT Package, a) Content Cover Letter III



1. ITT Package, a) Content Appendix 1 – Draft Contract I



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Appendix 1 to AO/1-7438/13/NL/SC
ESA Contract No. xxxxxxxxxx

ESA Contract No. xxxxxxxxxx/13/NL/SC

with

[Contractor]

[Title of Contract]



1. ITT Package, a) Content

Appendix 1 – Draft Contract II



The draft contract, based on the current revision of the **General Clauses and Conditions (GCC) for ESA contracts** is specifically tailored to the needs of the activity covered by the ITT. The Draft Contract reflects the intended "rules of the game": **full compliance is expected.**

- Part I. All clauses shall apply unless stated otherwise in the contract
- Part II, Option A of the GCC (concerning Intellectual Property Rights) shall apply as modified by draft Contract.
- The clauses with an "Option" will be finalised at the negotiation stage
- the Draft Contract is tailored for straightforward contracts, should the activity be more complex the Contract will be adapted accordingly.
- The Annexes form an integral part of the Contract



1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender I



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Appendix 2 to AO/1-7438/13/NL/SC
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SPECIAL CONDITIONS OF TENDER

INTRODUCTION

For the purposes of this Announcement of Opportunity ("the AO"), the Agency's "General Conditions of Tender for ESA Contracts (Annex IV to the ESA Procurement Regulations ESA/REG/001, rev 3)", available on <http://emits.esa.int/emits/owa/emits.main> under "Reference Documentation" "Administrative Documents" and referred to as the General Conditions of Tender ("the GCT"), shall apply as specified, amended or supplemented by these Special Conditions of Tender ("the SCT"). In the event of conflict between the GCT and the SCT, the SCT shall prevail.

Part I - GENERAL CONDITIONS FOR PARTICIPATING IN A TENDER

A. Eligibility Requirements

All economic operators are eligible to submit a tender provided:

- a) they satisfy the requirements set under Article II.3 of Annex V to the ESA Convention for what concerns their belonging to an Agency's Member State, Associate State or Cooperating State;
- b) they possess the necessary professional and technical qualifications, professional and technical competences, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, and the personnel, to perform a contract;
- c) they have the legal capacity to enter into the procurement contract;
- d) they are not bankrupt or being wound up, are having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- e) they have not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- f) they have not been guilty of grave professional misconduct proven by any means which the Agency can justify;
- g) they have fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established



1. ITT Package, a) Content Appendix 2 – Special Conditions of Tender II



Together with the **General Conditions of Tender** (covering the more generic and formal aspects), the **Special Conditions of Tender** can be regarded as the Agency's "detailed instructions" to the Bidders e.g.:

- Length of the outline proposal
 - 30 pages (the PSS forms do not count for the maximum number of pages)
- Period of validity of the proposal
 - 8 months
- Number of Proposals per Bidder
 - 3 independent and unrelated proposals (per entity registered in EMITS)
- Guidelines for the Milestone Payment Plan (**in the Outline Proposal Template**)
- Contents of the Outline Proposal (**Template**)
- Evaluation Criteria and their Weighting Factors
- Expression of Intent. **Send it please!!**

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1. ITT Package, a) Content Appendix 2 – Special Conditions of Tender III



The **General Conditions of Tender** (available on EMITS) shall apply to all Invitations To Tender except for where they are modified or amended by the **Special Conditions of Tender**.

The Special Conditions of Tender has 4 Annexes:

- **Annex I:** Evaluation Criteria
- **Annex II:** Expression of Intent (to be sent to the Contracts Officer).
- **Annex III:** Template Proposal - Your outline proposal is to be submitted on this template
 - The requested PSS forms (A1, A2 and A8) and instructions on how to complete them, are available in EMITS.
- **Annex IV:** Information of Technology Readiness Levels (TRL)

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender IV

Annex I – Evaluation Criteria



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ANNEX I: EVALUATION CRITERIA AND WEIGHTING FACTORS

In evaluating the tender(s) ESA will use the following criteria:

No.	Evaluation Criterion	Weighting Factors %
1	CLARITY OF THE TECHNICAL OBJECTIVES AND DEFINITION OF THE REQUIREMENTS FOR THE PROPOSED WORK. QUALITY OF ENGINEERING APPROACH AND DISCUSSION OF PROBLEM AREAS. BACKGROUND AND EXPERIENCE OF THE ENTITY/ENTITIES RELATED TO THE PARTICULAR FIELD CONCERNED, INCLUDING ADEQUACY OF PROPOSED FACILITIES. QUALITY AND SUITABILITY OF PROPOSED PROGRAMME OF WORK.	40
2	PROSPECTS FOR USE IN ESA PROGRAMMES THAT POLAND PARTICIPATES IN OR INTENDS TO PARTICIPATE; CONSISTENCY WITH PROGRAMMATIC OBJECTIVES; ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT;	20
3	CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE. ADEQUACY OF MANAGEMENT APPROACH AND ADEQUACY OF THE KEY PERSONNEL FOR THE EXECUTION OF THE WORK.	30
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT	10

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender V

Annex II – Expression of Interest



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ANNEX II: EXPRESSION OF INTENT

REF: AO/1-7438/13/NL/SC
ANNOUNCEMENT OF OPPORTUNITY
CALL FOR OUTLINE PROPOSALS UNDER THE POLISH INDUSTRY INCENTIVE SCHEME

TO: Ms S. Courtois (PFL-PTS)
Fax no. +31 71 565 5773
e-mail : Sandy.Courtois@esa.int

We confirm that we have reviewed the above-mentioned AO with all attachments and we state the following (*):

	Yes	No
We intend to submit the following number of proposals:		
1. Title of Proposal:		
2. Title of Proposal:		
3. Title of Proposal:		
We may submit a proposal		
We do not intend to submit an offer :		
- Time / resources not available		
- Subject matter outside our scope of activities		

COMPANY NAME:	
ADDRESS:	
TELEPHONE NO.	
TELEFAX NO.	

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender VI

Annex II – Expression of Intent



- **Annex II: Expression of Intent**
 - Please fill it in and send it to ESA by fax or by email (addresses in Expression of Intent)
 - It will help ESA manage the resources for the evaluations and
 - most importantly, if you have sent the Expression of Intent, we will check that your proposal(s) were not lost in the mail.



1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender VII

Annex III – Proposal Template



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ANNEX III: PROPOSAL TEMPLATE

The costing in the PSS forms shall not be inflated to meet the funding limits. Any proposals judged to have inflated costing, risk being eliminated.

The Proposal Template is available as a separate document in the following URL:

<http://emits.esa.int/emits-doc/ESTEC/etc7438AnnexIII.doc>

In the Annex III of the Special Conditions of Tender you will find a link to the Proposal Template



1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender VIII

Annex III – Proposal Template



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Appendix 2 to AO/1-7438/13/NL/SC
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ANNEX III - PROPOSAL TEMPLATE

PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY AO/1-xxxx/13/NL/SC
1st CALL FOR OUTLINE PROPOSALS UNDER THE POLISH INDUSTRY
INCENTIVE SCHEME

Dear Madam, Dear Sir,

With reference to the above AO/1-7438/13/NL/SC, we are pleased to present the following proposal: *insert title of the activity here.*

1. The Prime Contractor is: *Company name, address, fax and telephone number*
2. Our firm fixed price for the activity in accordance with the funding limit¹⁾ is: *insert total price. Please mention the price breakdown between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price.*
3. The subject of the activity is: *insert either a), b), c) or d).*¹⁾
4. The proposed contract duration is: *insert total duration in months.*
5. The sub-contractor(s) participating to the activity are: *Company name, address and nationality.*
6. Our bidder code is: *Prime Contractor bidder code*
The bidder code of our Sub-Contractor(s) is: *insert bidder codes for all Sub-Contractors*
7. The contact person of the Prime Contractor to whom all communications relating to the Announcement of Opportunity should be addressed: *Name of contact person (Tel/fax/e-mail)*
8. The contact person of the Prime Contractor responsible for the technical and contractual management of any resulting contract:
Name of contact person (Tel/fax/e-mail) for technical management

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender IX

Annex III – Proposal Template



• Annex III: Proposal Template

- **Part A:** Cover Letter
 - **MUST** be signed
- **Part B** – Technical/Scientific Outline Proposal
- **Part C** – Financial, Management and Administrative
 - The PSS forms **MUST** be submitted by both the bidder (contractor) and his sub-contractors (one set each). Please note that all PSS forms **MUST** be signed.

Note: all grayed paragraphs of the template are for your information and may be deleted. The title “**ANNEX III – PROPOSAL TEMPLATE**” may also be deleted to include activity title and reference.

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender X

Annex IV – Technology Readiness Level



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ANNEX IV - TECHNOLOGY READINESS LEVEL (TRL)

ESA has adopted the Technology Readiness Level (TRL) scale as a way to measure the maturity of a technology. It has now become a well-established standard.

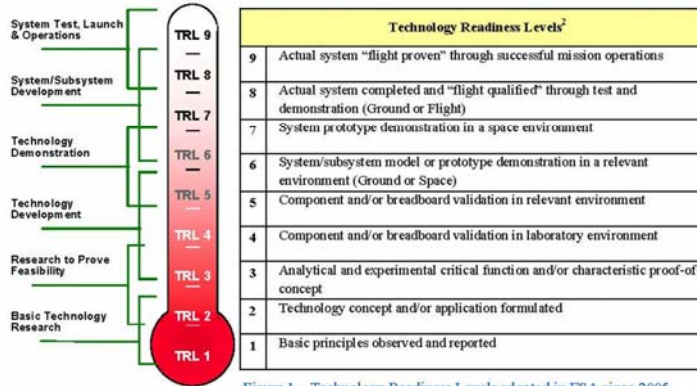


Figure 1 – Technology Readiness Levels adopted in ESA since 2005



1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender XI

Annex IV



- **Annex IV: Technology Readiness Levels (TRL)**

- Outline Proposal requires that you identify the start and target TRL of the proposed activity
- Contains information to help you identify the start and target TRL



1. ITT Package

b) Linked Detailed Information I



Links in ANNEX A of the Cover letter

- Workplans for all relevant ESA programmes (recent past, current and future)
 - General Studies
 - Technology Research Programme
 - Cosmic Vision
 - Robotic Exploration
 - General Support Technology Programme
 - Earth Observation
 - Global Navigation Satellite System
 - Advanced Research in Telecommunication Systems (ARTES)



1. ITT Package

b) Linked Detailed Information II



Links in ANNEX A of the Cover letter

- **Intended** Invitations-to-Tender (EMITS) covering all ESA Programmes
- Currently **Open** Invitations to Tender (EMITS) covering all ESA Programmes

Link in ANNEX III of Appendix 2 – Special Conditions of Tender

- Proposal Template – **MUST** be used to submit a proposal



1. ITT Package

c) Reference Documentation I



- **ESA Procurement Regulations**, Reference: ESA/REG/001, Rev.3
- **General Clauses and Conditions (GCC) for ESA Contracts**, Reference: ESA/REG/002
- **General Conditions of Tender for ESA Contracts (GCT)** ESA/REG/001 rev. 3, Annex IV
- **PSS Forms for cost proposal submission**
For this Call for Outline Proposals you will need PSS A1, A2 and A8.

These Reference Documents can be obtained in EMITS under:

Reference Documentation/Administrative Documents

with a GUEST login (no login)

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1. ITT Package

c) Reference Documentation II



To get:

- ESA Proc. Reg.
- GCC ESA/REG/002
- GCT
- PSS Forms

<http://emits.esa.int>

Each PSS form is available in the format(s) displayed. Please click on the Forms link to download the form you require.

PSS	Type of listing	Instruction	Forms
A1	Company cost elements Data sheet		
A2	Company Price Breakdown Forms & exhibit A		
A4/A9	Manpower and Price Summary		
A6	Total Contract Price Summary		
A8	Manpower & Price Summary at WP level		
A10	Workpackage Manpower & Cost Plan		
A15	Work Breakdown Structure level 1 : Price by Contractor in common currency		
A40	EEE Parts Procurement Questionnaire Technical Data		
A45	Hardware Summary Description		
A20	Work Package Description		

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2. The Tendering Period



- During the tendering period **ALL** questions must be submitted in writing to the Contracts Officer (Sandy.Courtois@esa.int).
- Those Questions and Answers that are of relevance to all Bidders, will be published on EMITS as a clarification for the benefit of all Bidders.
- At the end of the tendering period there is a formal opening (Tender Opening Board) of the outline proposals that have arrived at the Central Mail Registry in time. The compliant proposals will be accepted for evaluation by the Tender Evaluation Board (TEB). Non-compliant proposals will be rejected and not evaluated.
- Note that ESA will **NOT** send an acknowledgement of receipt regarding your outline proposal.
- Be sure that your proposal arrives in time (**before 13:00 on the 1st May 2013**) and send by email a scan of your courier receipt to the Contracts Officer. Proposals shall NOT be sent by email.
- Bidders are not entitled to contact ESA staff about the outcome of the evaluation of the AO after the closing date (13:00, 1st May 2013). After the technical evaluation by ESA and the review by the Task Force, **ALL** Bidders will be notified.

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3. The Tender Evaluation Tender Evaluation Board



The technical evaluation is performed by the Tender Evaluation Board (TEB):

- TEB is composed of technical ESA staff that are experts in the specific area of the proposal
- Statement of Non-Disclosure and Non-Interest Form signed by all TEB members
- All outline proposals are reviewed technically by the TEB
- The TEB will assess the proposals and mark them. A TEB report will be written containing all details of the evaluation.
- A summary TEB report with the technical evaluation, ranking of proposals and recommendations is submitted to ESA-Poland Task Force. **No detailed financial information (e.g. hourly rates) will be disclosed to the Task Force.**

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3. The Tender Evaluation Evaluation Criteria



See ANNEX I of Special Conditions of tender.

ESA's Tender Evaluation Board (TEB) will evaluate the outline proposals using the following criteria:

No.	Evaluation Criterion	Weighting Factors %
1	CLARITY OF THE TECHNICAL OBJECTIVES AND DEFINITION OF THE REQUIREMENTS FOR THE PROPOSED WORK. QUALITY OF ENGINEERING APPROACH AND DISCUSSION OF PROBLEM AREAS. BACKGROUND AND EXPERIENCE OF THE ENTITY/ENTITIES RELATED TO THE PARTICULAR FIELD CONCERNED, INCLUDING ADEQUACY OF PROPOSED FACILITIES. QUALITY AND SUITABILITY OF PROPOSED PROGRAMME OF WORK.	40
2	PROSPECTS FOR USE IN ESA PROGRAMMES THAT POLAND PARTICIPATES IN OR INTENDS TO PARTICIPATE; CONSISTENCY WITH PROGRAMMATIC OBJECTIVES; ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT;	20
3	CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE. ADEQUACY OF MANAGEMENT APPROACH AND ADEQUACY OF THE KEY PERSONNEL FOR THE EXECUTION OF THE WORK.	30
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT	10

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3. The Tender Evaluation Programmatic Review



The ESA-Poland Task Force performs the programmatic evaluation:

1. Takes into account the summary TEB report containing the technical evaluation, marks, ranking and recommendations
2. Considers programmatic priorities and national interests
3. Recommends activities for implementation

The programmatic review is currently planned for mid-July 2013 (could be later if too many proposals are received).

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4. The Negotiation Period Positive Outcome



See section 7.e) of the **Cover Letter**:

e) ESA will either

- 1) start the negotiation process to place a Contract with the bidder on the basis of the submitted Outline Proposal and the comments from the TEB,
- 2) issue a request for a full proposal to those institutions that submitted the selected outline proposals, or
- 3) might decide to issue a competitive invitation to tender restricted to the bidders positively evaluated if several proposals on the same subject were positively evaluated.

Note: a full proposal will be requested for all proposals submitted for Flight Hardware.

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4. The Negotiation Period Negative Outcome



See **PART 2, Section F 8 of Special Conditions of Tender**:

8. Tenderers will be informed in writing whether or not their proposal has been selected for placing of a contract. Upon receiving notice that his tender has been unsuccessful, a Tenderer may require in writing from the nominated Contracts Officer an **oral debriefing** explaining the reasons why his tender was not successful. Any information will be limited to the findings of the Agency's Tender Evaluation Board on the tender in question and shall not cover the quality or content of other tenders.

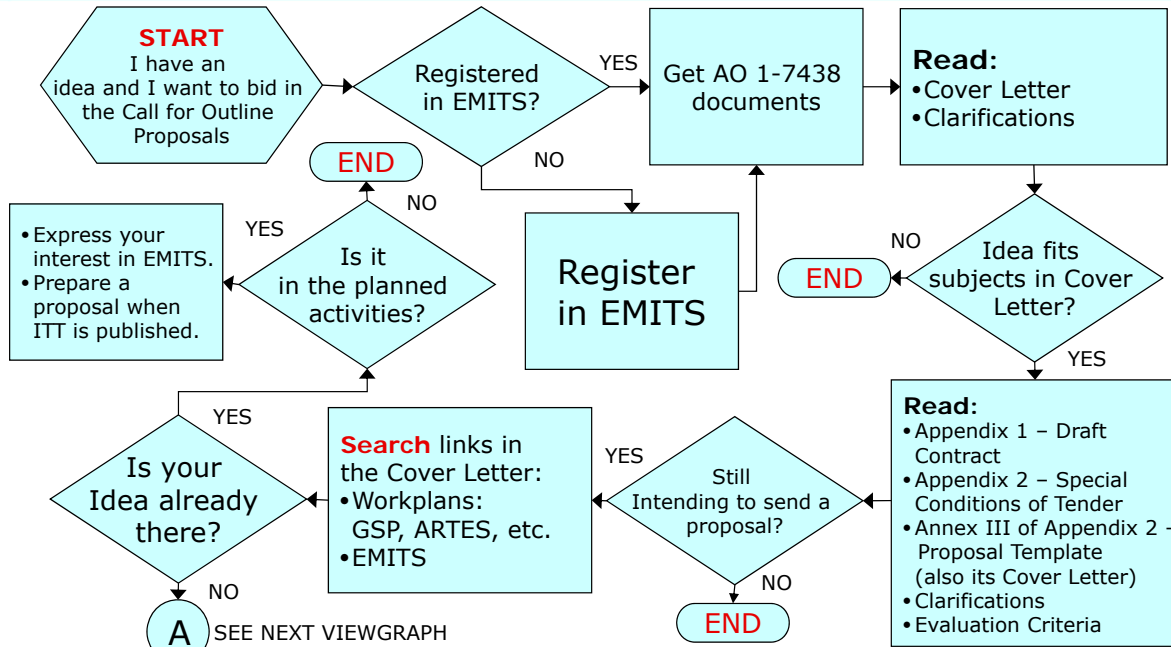
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5. Basic Step-by-Step Recipe



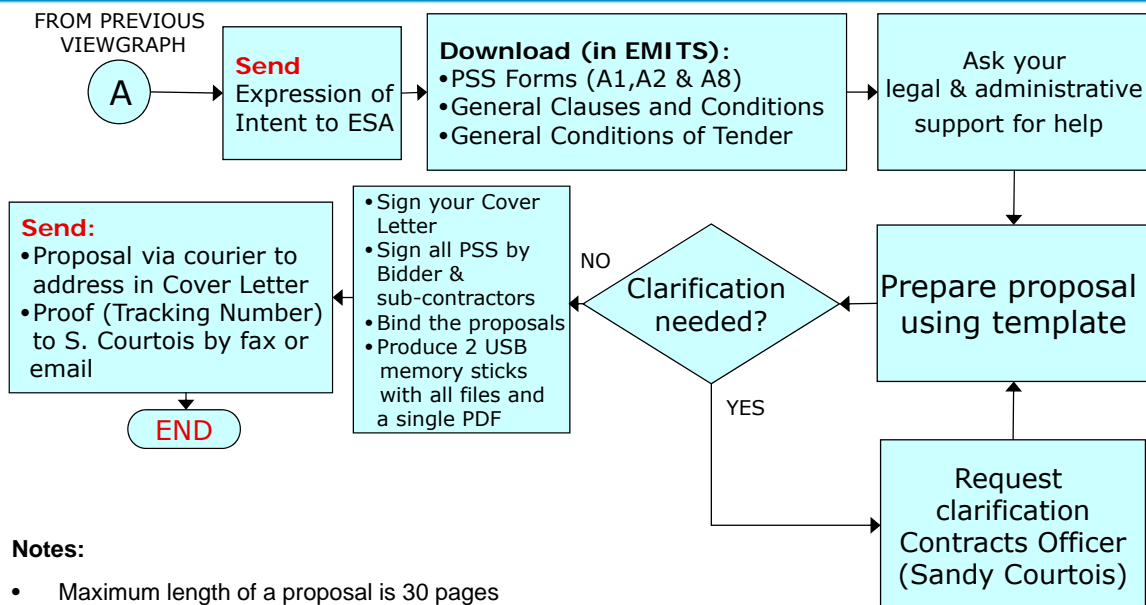
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5. Basic Step-by-Step Recipe



Notes:

- Maximum length of a proposal is 30 pages
- Maximum of 3 independent and unrelated proposals.

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6. What to Submit? Who can be involved?



From Cover Letter

1. The present **Announcement of Opportunity (AO)** is addressed only to **Polish companies (including SME) or academic and research organizations**. The present AO is part of the Polish Industry Incentive Scheme aiming at supporting the participation of Poland in ESA mandatory activities (**especially the Scientific Programme**) and in ESA optional programmes that Poland subscribes to (see Section 8.b).

Recipients of the present AO are therefore requested to note that the Agency can only consider proposals from companies or organizations residing in Poland. Consortia including companies & organizations within other ESA Member States may be accepted if duly justified. Tasks assigned to non-Polish entities shall in any case not constitute the core activities of the proposed study or development.



6. What to Submit? Who can be involved?



Tips:

- ✓ If your company/institute has no expertise in space activities a non-Polish partner may be part of the team but you have to ensure that you are doing the core activities (as prime or sub-contractor as appropriate). Example: one of the Large-Space-Integrators, defining requirements and/or specifications or performing qualification.
- ✓ if test or qualification facilities are necessary and these are not available in Poland or the know-how to do it, you may have a non-Polish partner within the ESA Member States (as prime or sub-contractor as appropriate).



6. What to Submit? What types of activities?



From the Cover Letter:

2. The subject of the present AO is exclusively for:

- a) Flight Hardware activities with preference for those related to satellite platform technologies and sensors or to generic technologies with potential for re-use (the start TRL shall be at least 3 and the target TRL shall be at least 5);
- b) Research and development activities (including technology demonstrations, industrial processes and their qualification/certification) leading to products (hardware or software) or to generic technologies with potential for re-use (the start TRL shall be at least 2 and the target TRL 5 or below);
- c) Preparatory activities (e.g. feasibility studies, technology assessments, user requirements or market surveys) and ESA mission related services to support national competitiveness in ESA programmes (optional and mandatory) to which Poland subscribes;
- d) Space-based applications, products and services making use of space infrastructure that is already existing or scheduled for operation in the near term, (the start TRL shall be at least 2).

Note: education and awareness activities shall not be considered in the present call.



6. What to Submit? For what price?



From the Cover Letter:

3. Bidders are invited to submit Outline Proposals quoting for a) flight hardware activities a price not higher than Euro 1.000.000, for b) research and development activities a price not higher than Euro 200.000 for c) preparatory activities a price not higher than Euro 100.000 and for d) application, product or service development activities at a ESA price not higher than Euro 200.000.

The finally selected activities, after successful negotiation, will result in firm fixed price contracts 100% funded by ESA or, in case of ESA-Industry co-funded programmes (e.g. ARTES 20) or activities, up to 100% of the part funded by ESA.

4. The total budget earmarked for this Announcement of Opportunity is Euro 6.000.000 (Six Million Euro).



6. What to Submit? Academic or Industrial Organisations?



From Cover Letter:

5. Type a) Flight hardware proposals must be led (prime contractor) by industry. Type b) R&D proposals must be led by industry for target TRL higher than 3. For target TRL 3 or below the proposal may be led by industry or academic/research organisations. Type c) preparatory activities may be led by any legal entity depending on the specific context while ESA mission related services must be led by industry. Type d) application, product and service development activities may be led by academic or research organizations only when the target TRL is 3 or below and in any case the consortia making a proposal must include players who have the capability to develop the application, product or service to the point where it can become part of an ongoing, sustainable business.



6. What to Submit? Academic or Industrial Organisations?



Tips:

- a) These proposals **MUST** be led by industry
 - Platform technologies are those that are associated with the satellite (platform) excluding the payload (e.g. instruments). Examples are: satellite structural elements, space (micro-) electronics, harnesses, mechanisms, ...
 - For all proposals of this type, careful **phasing** must be done. The proposal **MUST** include an estimate for the **Cost-to-Completion** and at least one of the phases must be within the maximum cost (€1M).
- b) These proposals **MUST** be led by industry if target TRL is higher than 3.
- c) May be led by either depending on the context but ESA mission related services **MUST** be led by industry.
- d) Applications – credibility depends on the consortium to develop and establish a service. Anyway the proposal **MUST** be led by industry if target TRL is 3 or above.



6. What to Submit? What content? I



From Cover Letter:

8. The technical content of the Outline Proposals shall take into account the following:

- a) The technical subject shall have potential for further use or development in:
- in ESA mandatory activities (**especially the Scientific Programme**) and in ESA optional programmes that Poland subscribes to or
 - addressing specific niche markets (no competitive products available elsewhere in Europe or when a second source would be an asset) or
 - enabling national industry/institutes to enter general ESA procurement or
 - fostering the creation of strong and long-term relations between national firms and well-established European space firms or
 - fostering the creation of strong and long-term relations between national firms and national academic and research institutions.



6. What to Submit? What content? II



From Cover Letter:

8. The technical content of the Outline Proposals shall take into account the following: **(continued)**

- b) The technical subject shall take into account the priorities of the ESA-Poland Task Force:
- of special interest are proposals:
 - that could lead to cross-sectional products/services relevant to different types of satellite missions that are used in several types of satellite platforms, especially those relevant to Space Science;
 - that have the potential to increase competitiveness and bring long-term benefits to Polish industry and to Poland in its participation in space activities;
 - that have the potential to stimulate economic growth or other societal benefits within Poland in the medium-term (i.e. within five years) and on a long term sustainable basis.



6. What to Submit? What content? III



From Cover Letter:

8. The technical content of the Outline Proposals shall take into account the following: **(continued)**

b) The technical subject shall take into account the priorities of the ESA-Poland Task Force: **(continued)**

- the Intellectual Property Rights (IPR) of what is being pursued with the activity must also be considered and **explicitly addressed in the proposal**. In principle, the proposed activity should lead to a product/application/service with a Polish IPR, however, this requirement may be waived when there is a clear Polish benefit for example in the form of the establishment of a long-term supplier relationship.



6. What to Submit? What content? IV



Tips:

- ✓ If it is a single-shot activity => forget it!
- ✓ It must have a good chance of being used in an ESA programme.
- ✓ If what you propose does not exist in Europe (in the world it would be fantastic) and it has a use in ESA space activities then ... very good chances. You must ensure that the benefit (and the IPR) will be Polish.
- ✓ To have an activity with another European player where a customer-supplier relationship is established through the development of a product... that would be very good.



6. What to Submit? What content? V



From Cover Letter:

8. The technical content of the Outline Proposals shall take into account the following: **(continued)**

b) The technical subject shall take into account the priorities of the ESA-Poland Task Force: **(continued)**

- In addition, proposals preparing the participation of Poland in ESA optional programmes will be considered. Currently Poland subscribes to the following ESA optional programmes: GMES Space Component (GSC-3), MetOp Second Generation (MetOp-SG), Earth Observation Envelope (EOEP-4), Advanced Research in Telecommunication Systems (ARTES) Elements 1 and 20-Integrated Applications (please note that Poland intends also to subscribe to Element 14), the Mars Robotic Exploration Preparation Component of the European Space Exploration Programme (MREP-2), the European Global Navigation Satellite System Evolution Programme (EGEP), the Space Situational Awareness Programme (SSA) and the General Support Technology Programme (GSTP).



6. What to Submit? What content? VI



From Cover Letter:

8. The technical content of the Outline Proposals shall take into account the following: **(continued)**

c) Bidders must avoid duplication of ongoing and intended activities in ESA described in the documents provided in Annex A of the Cover Letter. Such duplication may lead to rejection of the proposal.

Search the Workplans (documents) and the websites supplied to be sure that your idea/proposal is not already covered. If it is, your proposal will be rejected.

d) **The technical subject should be independent from previous activities:**

The Outline Proposal shall not be seen as a Rider/CCN (Contract-Change-Notice) to a past or present ESA contract unless it refers to a logical continuation of an activity funded under PECS if the activity is of an industrial nature.



6. What to Submit? What content? VII



Tips:

- ✓ If the activity is in the Workplans => forget it! You should prepare a proposal when the ITT for the activity is published.
- ✓ If the proposal is a continuation of a Science activity in PECS => forget it! You should submit it in PRODEX to which Poland subscribes.
- ✓ If the proposal is a continuation of an industrial activity in PECS => it is OK.



7. When will I know?



Expected Schedule:

Publication in EMITS

- 20th of February 2013

Deadline for Submission of Outline Proposals

- 1st of May 2013

Tender Evaluation Board

- last week of June 2013 (planned)

ESA-Poland Task Force Meeting

- July 2013 (unless the number of proposals is too high)

Communications to Bidders

- 2 to 3 weeks after Task Force meeting

First contracts based on Outline Proposal

- 4 to 6 weeks after Task Force meeting



8. Questions



Questions:



For issues **directly** related to this Call contact:
Email: sandy.courtois@esa.int
Fax: +31 71 565 8230

For issues **NOT** related to this Call (AO 1-7438), feel free to contact me:
Email: pedro.baptista@esa.int
Phone: +31 71 565 4319



9. Other Information The Proposal Template Part A: Cover Letter



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ESA Unclassified – Releasable to the Public

Appendix 2 to AO/1-7438/13/NL/SC
Page 1/8

ANNEX III - PROPOSAL TEMPLATE

PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY AO/1-xxxx/13/NL/SC
1st CALL FOR OUTLINE PROPOSALS UNDER THE POLISH INDUSTRY
INCENTIVE SCHEME

Dear Madam, Dear Sir,

With reference to the above AO/1-7438/13/NL/SC, we are pleased to present the following proposal: **insert title of the activity here.**

1. The Prime Contractor is: **Company name, address, fax and telephone number**
2. Our firm fixed price for the activity in accordance with the funding limit¹¹ is: **insert total price. Please mention the price breakdown between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price.**
3. The subject of the activity is: **insert either a), b), c) or d).**¹
4. The proposed contract duration is: **insert total duration in months.**
5. The sub-contractor(s) participating to the activity are: **Company name, address and nationality.**
6. Our bidder code is: **Prime Contractor bidder code**
The bidder code of our Sub-Contractor(s) is: **insert bidder codes for all Sub-Contractors**
7. The contact person of the Prime Contractor to whom all communications relating to the Announcement of Opportunity should be addressed: **Name of contact person (Tel/fax/e-mail)**
8. The contact person of the Prime Contractor responsible for the technical and contractual management of any resulting contract:
Name of contact person (Tel/fax/e-mail) for technical management
Name of contact person (Tel/fax/e-mail) for contractual management



9. Other Information The Proposal Template Part A: Cover Letter



Contains details on:

- The team submitting the proposal
- Cost of the proposal
- What type of activity (a, b, c or d)
- Duration of the proposal
- Who submitted the proposal
- Who prepared it
- Who is the point of contact
- Author of the proposal
- Legal representative
- Validity of the proposal
- Acceptance of contract conditions
- etc

It MUST be signed

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European Space Agency

This is not a legal document. It is made available for information only.



9. Other Information The Proposal Template Part B: Technical and Application Proposal



Image of first half page ANNEX III - PROPOSAL TEMPLATE

Note: The font size (Arial 10) and margins are not to be adjusted

PART B: TECHNICAL AND APPLICATION PROPOSAL

1. **TECHNICAL OBJECTIVES:**
Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).
2. **REQUIREMENTS:**
Identify and discuss the requirements related to the specific Technical Objectives as outlined in Section 1 above
3. **TECHNOLOGY READINESS LEVEL:**
Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex A to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b), c) or d) and with the programme of interest.
4. **ENGINEERING APPROACH**
Discuss the problem areas and how these will be considered. Discuss the trade-offs that need to be taken into account and show the overall logic of the work being proposed and present the engineering approach.

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European Space Agency

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9. Other Information The Proposal Template Part B: Technical and Application Proposal I



1. TECHNICAL OBJECTIVES:
Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).
2. REQUIREMENTS:
Identify and discuss the requirements related to the specific Technical Objectives as outlined in Section 1 above
3. TECHNOLOGY READINESS LEVEL:
Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex IV to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b),c) or d) and with the programme of interest.
4. ENGINEERING APPROACH
Discuss the problem areas and how these will be considered. Discuss the trade-offs that need to be taken into account and show the overall logic of the work being proposed and present the engineering approach.



9. Other Information The Proposal Template Part B: Technical and Application Proposal II



5. TECHNICAL FEASIBILITY AND DEVELOPMENT RISK :
Present and discuss the technical implementation of the activity. Assess the technical feasibility of achieving the targeted maturity status of the development, and assess the development risk.
6. APPLICATION OF TECHNOLOGY DEVELOPMENT
Present the prospects to apply the outcome of the activity and analyse briefly the financial risks involved (if applicable). In the case of applications/products consider commercial or scientific space applications in the light of the Objectives and Requirements above. In this case, contacts with, or involvement of potential customers or users are welcome and shall be documented (in the case of an Integrated Application proposal, the involvement of users is essential and needs to be presented). Discuss the benefits of the proposed activity to your company/institution and, if applicable estimate the potential market. If the application is pertinent to an ESA Programme(s) please identify which would be relevant to your proposal; indicate the structuring effect of the proposed activity, in terms of possible continuation in ESA programmes, the relevant time frame, targeted missions, and cooperation potential.



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative

Image of first half page

ANNEX III - PROPOSAL TEMPLATE

PART C: FINANCIAL, MANAGEMENT AND ADMINISTRATIVE

1. **BACKGROUND AND EXPERIENCE OF THE COMPANIES:**
Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 30 pages with Annexes*).
2. **TEAM ORGANISATION AND PERSONNEL**
 - a) Present the structure of the organisation and of the team. If applicable identify the work performed by the subcontractors (also part of the team). The structure of the team and of the individual companies shall be shown by means of organigrammes, which clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.
 - b) Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.
 - c) Include a short and concise Curriculum Vitae (CV) pertinent to the activity for all key staff that will be allocated to the activity together with information concerning the proportion of the person's working time that is devoted to the work offered.
3. **FACILITIES:**
Submit a brief description of the intended facilities relevant to the work (the bidder may submit additional information beyond the 30 pages with Annexes*).



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative

1. **BACKGROUND AND EXPERIENCE OF THE COMPANIES:**
Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 30 pages with Annexes*).
2. **TEAM ORGANISATION AND PERSONNEL**
 - a) Present the structure of the organisation and of the team. If applicable identify the work performed by the subcontractors (also part of the team). The structure of the team and of the individual companies shall be shown by means of organigrammes, which clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.
 - b) Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.
 - c) Include a short and concise Curriculum Vitae (CV) pertinent to the activity for all key staff that will be allocated to the activity together with information concerning the proportion of the person's working time that is devoted to the work offered.
3. **FACILITIES:**
Submit a brief description of the intended facilities relevant to the work (the bidder may submit additional information beyond the 30 pages with Annexes*).



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative II

4. WORK DESCRIPTION**

- a) Insert a flowchart to show the work logic.
- b) Insert a Work Breakdown Structure (WBS) for the total scope of the activity showing the links and dependencies between the work packages.
- c) Individual Work Package Descriptions (WPD) shall be established per work package identified in the WBS; listing the following:
 - summary of activities
 - the beginning and end date of each work package
 - the responsible company
 - person in charge
 - inputs to and outputs of the WPD.

With respect to the standard requirements for management, reporting, meetings and deliverables (Appendix 2 to the Draft Contract), please include a Work Package for Management and Reporting. All management tasks, such as meetings, progress reports and final documentation shall be carried out under this Work Package.

** As Flight Hardware activities need to be phased, detailed information for the phase being proposed shall be provided. For the activities in following phases less detailed information is expected. Flight Hardware activities may exceed the period of 2 years when considering all its phases. An estimate of the cost to completion of all phases to be provided.



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative III

5. PLANNING**

Insert a GANTT bar chart schedule for the proposed activity. The schedule from the start of the activity until the end of the contract shall, in principle, not exceed two (2) years unless fully justified. If the scope of the activity is software development then this must be delivered and the standard 6 months guarantee period should be reflected in the bar chart and may lead to a total period exceeding 2 years.

6. FINANCIAL DATA**

- a) Complete the following PSS forms and attach them to your Outline Proposal. **Please note that the PSS forms attached to the proposal do not count for the purpose of the maximum pages.** The PSS forms are available on EMITS (<http://emits.esa.int/emits-doc/pss/pss.html>) and instructions for completing the forms are provided. All PSS forms including those for your sub-contractors are to be signed by the authorised representative of the company.
 - PSS A1
 - PSS A2
 - PSS A8

Note: For non-profit organisations, no profit can be accepted. For other organisations, the profit shall not exceed eight percent (8%) of the base cost defined in the item ten (10) of the Company Price Breakdown Form PSSA2, issue 3.



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative IV

6. FINANCIAL DATA** (continued)

b) If applicable provide an estimate of the cost to completion for the technical objectives stated.

c) The payment plan to be proposed shall take into account Article 3 of the Draft Contract, Clause 28 of the General Clauses and Conditions and the following provisions:
All claims for payment shall be linked to the achievement of defined schedule milestones. These milestones are to be in the form of significant events in the programme to be selected on the basis of providing a check point for progress in the work performed. Examples of such milestones are the satisfactory completion of Design Reviews, satisfactory completion of tests, hardware deliveries and closure of contract. It should be noted that the commencement of an activity is not deemed to be a suitable milestone for payment purposes.

- Final payments shall be 15% of the Contract price as a minimum. For software deliverables 5% of the final payment will be due after expiry of the 6 month guarantee period.

- Advance payments may be agreed in line with the following provisions:

Advance payments shall not exceed 15% of the contract price. A higher amount can be proposed if properly justified by e.g. early investments, Long Lead Items etc. Advance payments for SMEs may be increased to a maximum of 50% of the contract price, if justified, or a positive cash flow negotiated. SMEs are classified according to the criteria of the European Commission (Recommendation 2003/361/EC of 6 May 2003 (OJ L 124, 20.5.2003, p. 36)).



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative V

6. FINANCIAL DATA** (continued)

Example of Milestone Payment Plan:

PRIME CONTRACTOR MILESTONE PAYMENT PLAN		
Milestone Description	Scheduled Dates	Payments from ESA to Prime Contractor
Milestone 1: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
Milestone 2: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
FINAL: [Upon the Agency's acceptance of all deliverable items due under the Contract and the Contractor's fulfilment of all other contractual obligations including submission of the Contract Closure Documentation] (minimum 15% of the contract price)		
[OPTION - FINAL 2] if applicable: Upon successful completion of the 6 month guarantee period		
TOTAL		

Example of Milestone Payment Plan for sub-contractors (delete if not applicable)

Sub Contractor(s) Milestone Payment Plan			
Milestone Description	Scheduled Dates	Payment from Prime Contractor to Sub-contractor 1	Payment from Prime Contractor to Sub-contractor 2
TOTAL			



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative VI

7. TRAVEL AND SUBSISTENCE PLAN

Complete the table here-below for any travels envisaged by the Contractor and Sub-Contractors for the execution of the contract:

Work Package Number	Destination	Purpose of Trip	Company	Nr. Persons	Nr. Days	Subsistence Allowance	Travel Cost	Total cost

8. DELIVERABLES

A list of foreseen deliverables shall be included. The List of Deliverable Items shall be grouped in Hardware, Software and Documentation. For software, the proposal shall indicate in which format it will be delivered and, if applicable, any licenses/third party licences will be delivered to ESA in accordance with Article 3.1.3 of the Contract.

Document Identifier	Title	Milestone



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative VII

9. INTELLECTUAL PROPERTY RIGHTS (if applicable)

Present the status and ownership of the IPR at the beginning (Background IPR) and at the expected end of the proposed work (Foreground IPR). If it is applicable provide as well information on 3rd Party IPR.

- Background IPR. If the tenderer intends to use the Background Intellectual Property in the present activity, the proposal shall provide a comprehensive list of such background intellectual property (including the name of the owner, reference numbers of registered property rights, if applicable).
- Foreground IPR. The expected intellectual property that will be created as a result of the proposed activity and its ownership.
- 3rd Party Intellectual Property. If the tenderer intends to use the 3rd Party Intellectual Property in the present activity, the proposal shall provide a comprehensive list of such 3rd Party Intellectual Property (including the name of the owner, reference numbers of registered property rights, if applicable).



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative VIII

10. CONDITIONS RELATING TO EXPORT/IMPORT LICENCES/AUTHORIZATIONS AND RELATED DOCUMENTATION

Indicate any export or import restrictions the prime contractor and/or subcontractors are subject to, in accordance with national legislation, at the time of the submission of his tender and state the necessary licences, authorisations or preliminary authorisations and related Documentation:

- Prime contractor (or subcontractors) has obtained in order to submit a tender; and/or
- Prime contractor (or subcontractors) has or will need to obtain prior to placing of the Contract; and/or,
- Prime contractor (or subcontractors) has or will need to obtain for the implementation of the contract.

Should the tender contain any documentation with information which is subject to export control laws and regulations (e.g. ITAR), such documentation shall be clearly identified and segregated in the tender so as to allow proper handling by the Agency. In the absence of such identification and segregation, the Agency shall not be held responsible by the Tenderer and the Tenderer shall indemnify the Agency against any Third Party claim for any infringement of laws and statutes.



9. Other Information The Proposal Template



Part C: Financial, Management & Administrative IX

11. INSURANCE WAIVER

Please indicate whether a Waiver of subrogation rights will be obtained and provided. Bidders are encouraged to discuss with their insurance company to obtain a waiver of subrogation rights from the insurers (foreseen in Clause 18.1.3 of the GCC). This waiver will be available on the side of ESA in case of reciprocity. Failure to present such a waiver at a potential contract signature will result in a hold harmless agreement between the parties in accordance with Clause 18.1.6 of the ESA GCC.